



[DATE]

Dear Water Customer:

Please use the procedure below for collecting your water samples:

**PROCEDURE:**

1. Please verify that the information on the address label is correct. Make any corrections in ink. Please complete the following information:

<b>Name (please print):</b>	
<b>Email Address:</b>	
<b>Phone Number:</b>	
<b>Date Collected:</b>	<b>Time Collected:</b>

2. After a 6 to 8 hour period of non-use (i.e., first thing in the morning before any toilet flushing, showering or consumption), fill the sample container labeled 1<sup>st</sup> with the first water coming out of the **COLD WATER TAP** (it is best to sample from the kitchen tap, where water is consumed in cooking and beverage preparation.)  
**IT IS IMPORTANT THAT YOU DO NOT FLUSH THE TAP PRIOR TO SAMPLING!**
3. Fill container completely up to the "Fill Line" on the shoulder of the bottle and close tightly.
4. After flushing the cold water tap for five minutes, fill the sample container labeled 2<sup>nd</sup> to the "Fill Line" on the shoulder of the bottle. Close the container tightly.
5. Place the containers and the completed form back in the plastic bag provided.
6. Please call 919-996-4420 (4H20) between 8 a.m. and 3 a.m. to schedule pick up, or if you Should have any questions.

Again, thank you for your assistance.

[Employee Name & Title]  
E.M. Johnson Water Plant

Lab Use Only	
Received Date:	
Acidification Date:	
Acidified By:	
Sample Rejected	Yes <input type="checkbox"/> No <input type="checkbox"/>